



# City of Tempe

## HUMAN RESOURCES TECHNICIAN I

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	131	<i>FLSA Status:</i>	Non-exempt
<i>Department:</i>	Human Resources	<i>Salary / Hourly Minimum:</i>	\$20.027885
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$26.903365
<i>Employee Group:</i>	CNS	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	HR Technician II
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Administrative Support
<i>Physical:</i>	No		

### REPORTING RELATIONSHIPS

Receives direct supervision from professional or management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	One (1) year of administrative support experience with a focus on customer service. Experience in a Human Resources setting preferred.
<i>Education:</i>	High school diploma, GED, or equivalency. Additional training or specialized courses in Human Resources, administration or Associates degree related to the core functions of this position is preferred.
<i>License / Certification:</i>	Professional Human Resources certification is preferred, such as: <ul style="list-style-type: none"><li>• PHR (Professional in Human Resources)</li><li>• IPMA-CP (Certified Professional in Human Resources)</li></ul>

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of administrative, technical and clerical duties involved in the implementation and coordination of the City's Human Resources programs; and to provide information and assistance to City staff and the public.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Staff the HR front desk; provide assistance to City employees and the general public, providing routine and general information on City policies and procedures; screen mail and telephone calls and respond to and resolve routine complaints and issues or refer issues to appropriate staff.
- Provide general clerical and administrative support; assist with special projects as required; maintain various computerized confidential data bases and files as needed; takes notes and/or minutes at committee or other meetings. File documents in confidential employee and benefits files.
- Assist in recruitment processes as required; answer inquiries concerning internal & external recruitments.
- Assist with various programs such as Employee Service Awards, Wellness, and Deferred Compensation.
- Prepare correspondence regarding benefit coverage and/or policy changes; coordinate and assist with annual benefits open enrollment and benefits fairs;
- Provide benefits information to employees and retirees; process Mediflex claims; assist with deferred compensation, status change and other benefits data entry.
- Assist in responding to public records requests; assist with departmental records retention.
- Assist with creating and maintaining internet and intranet pages; assist with creation and publication of newsletters;
- Provide data entry and retrieval using the City's Human Resources related databases; serve as department time-keeper if required; provide general administrative support for the division;
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Filing and lifting boxes (approximately 25 lbs.);
- Work in a stationary position for considerable periods of time;
- Operates office equipment, such as computer, copy machine and calculators;
- Extensive reading and close vision work;
- May require working extended hours.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i></p> <p><a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective October 1988*

*Revised August 1999*

*Revised June 2002*

*Revised March 2005 (Update MQs and duties)*

*Revised May 2005 (Update MQs and duties)*

*Revised August 2006 (Update MQs and duties)*

*Revised August 2007 (Update MQs)*

*Revised March 2013 (Update duties and supervision)*

*Revised August 2015 (Update MQs)*

*Revised September 2019 (Remove flex series information and updated job duties and MQ's)*